

## **Reinstatement Requirements Continuing Education Delinquency**

To reinstate a license that has been cancelled for failure to complete the required continuing education, please take the following steps:

**1. Complete the continuing education that was required and due for 2004.**

- **For licensees who were required to complete the Kentucky Core Course in 2004—**you must complete the ***Kentucky Core Course*** (the specific six hour law course mandated by the KREC)
- **All others—**you must complete regular continuing education classes (six hours with three in law)
- **Continuing education hours that are completed in 2005 will first be posted to fulfill the delinquent hours for 2004 before any credit will be posted to fulfill the 2005 requirements**

**2. For the reinstatement process, choose either A (escrow) or B (active) status and follow the directions as outlined:**

**A. For escrow status,** all licensees must submit: (*Postmarked on or before March 31, 2005*)

- Copy of course completion certificate
- Letter requesting that the license be placed in escrow
- Check payable to KREC to cover the following fees:
  - \$50 renewal fee for sales associates or \$55 for brokers
  - \$200 continuing education penalty
  - \$10 transfer fee

**B. For active status,** submit documents for reinstatement and renewal as outlined below: (*Postmarked on or before March 31, 2005*).

**Sales Associates and Brokers**

- Copy of course completion certificate
  - Letter of acceptance from new broker
  - Check payable to KREC to cover the following fees:
    - \$50 renewal fee for sales associates or \$55 for brokers
    - \$200 continuing education penalty
    - \$10 transfer fee
- E & O insurance premium or proof of coverage. Check with the principal broker to determine what type of insurance is required and then call the KREC or use the chart on the website ([www.krec.ky.gov](http://www.krec.ky.gov)) to determine the premium amount. Certificate of coverage form for private carriers can be obtained through the fax on demand service 1-888-KREC-FAX, Document #500.

**Principal Brokers**

- Copy of course completion certificate
- Letter outlining the firm name and business address

- Letter from the bank verifying the escrow account and the account number
- Check payable to KREC to cover the following fees:
  - \$55 renewal fee
  - \$10 transfer fee
  - \$200 continuing education penalty
  - E & O insurance premium or proof of coverage. Check with the principal broker to determine what type of insurance is required and then call the KREC or use the chart on the website ([www.krec.ky.gov](http://www.krec.ky.gov)) to determine the premium amount. Certificate of coverage form for private carriers can be obtained through the fax on demand service 1-888-KREC-FAX, Document #500.

**Reinstatement from March 31 through December 31, 2005:** If the education is not completed and the documents and fees necessary for reinstatement are not postmarked by March 31, then the licensee will also be subject to a late renewal penalty (\$100 from April 1- May 15) or (\$200 from May 16, 2005 – February 15, 2006).

**Current Year Education Reminder:** If the license is reinstated during 2005, six hours of continuing education will also be due for the current calendar year and must be completed on or before December 31, 2005. All licensees who are due to complete the *Kentucky Core Course* in 2005 should have received a postcard notice in January. Primarily, this will apply to licensees who first completed the *Kentucky Core Course* in 2001 or new licensees within the last couple of years whose birthdays fall in July, August and September. If the *Kentucky Core Course* is not required, then the licensee must complete six hours of regular continuing education classes with three in an approved legal topic.

**Reinstatement from January 1 through February 15, 2006:** If the license was not reinstated during 2005, then the delinquent hours would have to be fulfilled before the license could be reinstated between January 1 through February 15, 2006.

**After February 15, 2006:** If action is not taken to reinstate the license by February 15, 2006, additional pre-license education may be needed and a criminal background report and retesting are required.